

Dunedin Parents Centre

VENUE HIRE



Kid's Parties | Craft Groups | Courses
Functions | Meetings | Trainings

- ✓ Full Kitchen and crockery
- ✓ Outdoor play area
- ✓ Fully fenced
- ✓ Sandpit

- ✓ Unisex Toilets
- ✓ Baby Change Facilities
- ✓ Baby and Kids Toys
- ✓ Television

- ✓ Whiteboard
- ✓ Tea/Coffee Facilities
- ✓ Heatpumps

Our centre is available to book for private functions. It's a great location for kid's birthday parties including slumber parties.

The centre has an excellent kitchen area as well as amazing indoor and outdoor play areas.

INFORMATION & BOOKINGS

To speak to us about hiring our centre please check out our booking form and calendar online www.dunedinparentscentre.com/house-bookings or to arrange a viewing please contact dpchousebookings@gmail.com



Dunedin Parents Centre - VENUE HIRE

Thank you for booking Dunedin Parents Centre for your private function. We ask that you read through this flyer carefully as it covers all you need to know in regards to using our centre.

Booking coordinator: dpchousebookings@gmail.com

Our Mission

Positive birth experiences and informed parenting in a community where parents are supported and highly valued in their role

Inside the centre

Feel free to use all accessible areas including tea, milo and instant coffee facilities in the kitchen.

- ✓ Kids' table and chairs – located by the main door
- ✓ Crockery and serving platters – located in the kitchen
- ✓ Baby change facilities – located in the bathroom



Outside the centre

- ✓ Sandpit – make sure the sandpit is covered after use

Please ensure all toys and equipment is returned neatly after use.

Thank you - your efforts help others enjoy our facility.

Cleaning

It is your responsibility to leave the centre in a clean and tidy state.

There is a \$40p/hr fee applied if it is not cleaned to the following guidelines:

1. Wipe down all surfaces
2. Place all dirty dishes in dishwasher and turn on
3. Check and clean oven and trays, coffee maker and fridge
4. Empty all rubbish bins (kitchen and toilet) into wheelie bin
5. Check toilets/sinks
6. Vacuum and wash floors
7. Note any maintenance issues on form on kitchen pin board
8. Remove all balloons and decorations – these are a choking hazard for littlies

Charges

Members: \$60 for 3 hrs

Non-members: \$80 for 3 hrs

Additional hours: \$10 p/hr

Please note that hire time includes set up and clean up times, please book accordingly

Bond: A refundable bond of \$40 is required for all venue hires

An invoice will be sent with this information sheet.

Payable by Internet Banking (preferred) or cheque.

Key Collection

You will be e-mailed instructions on how to collect the key.

Full booking payment is required before key collection.

155 Kenmure Road, Mornington, Dunedin

PO Box 7126

www.parentscentre.org.nz/dunedin

